

## Uploading a 3rd Party Credential in CertTracker

To earn certain credentials within the Dell Technologies Proven Professional program (including Co-Skilled Digital Badges), you may need to show validation that you have earned a 3<sup>rd</sup> Party credential. This process outlines the steps you need to take to upload your 3<sup>rd</sup> party credential within your CertTracker account.

1. Login to your [CertTracker](#) account:

CertTracker Accounts

CertTracker accounts are *automatically* created through your participation in the Dell Technologies Proven Professional Program. If a CertTracker account has been automatically created for you then you would have received an email from Dell Technologies Education letting you know.

If you have already logged into your CertTracker account before: Login by entering your CertTracker Dell ID or your primary email address and Password  
If this is your first-time logging into your CertTracker account: Select the **"Never logged in before?"** link. You will then be asked to enter either the email address you tested with or your score report information. Once you have logged in, you will be asked to verify your demographic information and review your profile, be sure to click the **"Update/Confirm"** button at the bottom of the page to save any changes.

If you have not logged into your account within the last 3 months, you will be asked to verify your demographic information. Once you have reviewed your profile, be sure to click the **"Update/Confirm"** button at the bottom of the page to save any changes.

CertTracker Dell ID and/or Primary Email Address \*  This field is required.

Password \*  This field is required. [Forgot your password or CertTracker Dell ID?](#)

[Login](#)

[Never logged in before?](#)

2. Once you are logged in, click on the "Exam" tab and then "Create other requirement". On this screen you will choose which company your credential is associated with:

Other certification requirement

3rd Party Certification - Cisco
3rd Party Certification - COBIT
3rd Party Certification - CompTIA
3rd Party Certification - HP
3rd Party Certification - IBM
3rd Party Certification - ITIL
3rd Party Certification - Nutanix
3rd Party Certification - Open Group
3rd Party Certification - VMware

Once you open up the company drop down menu you will be able to choose the specific credential you wish to have validated. In this example we are choosing the Cisco Certified Architect (CCAr):

Create other requirement

Add other requirement unit(s)

- Other certification requirement
- 3rd Party Certification - Cisco
  - Cisco Certified Architect (CCAr)
  - 3rd Party Certification - COBIT
  - 3rd Party Certification - CompTIA
  - 3rd Party Certification - HP
  - 3rd Party Certification - IBM
  - 3rd Party Certification - ITIL
  - 3rd Party Certification - Nutanix
  - 3rd Party Certification - Open Group
  - 3rd Party Certification - VMware

3. IMPORTANT: Make sure to read the instructions on each credential carefully as the requirements for upload may vary.

Create other requirement

Add other requirement unit(s)

Please confirm your selection.

Other certification requirement Cisco Certified Architect (CCAr)  
 Certifications that include this requirement Master - Enterprise Architect

Instructions Enter either your digital badge verification link from Acclaim into the "Digital Badge Verification Link" section OR upload a copy of your eCertificate in the documents section. If you do not have a digital badge link, enter "N/A" into the "Digital Badge Verification Link" section.

Accept selection

Once you read the instructions carefully and are prepared to upload your verification, click on the "Accept Selection" button.

4. Per the instructions, you will either share your Digital Badge Verification link or upload a copy of your eCertificate. *\*Please note: both fields are required. If you upload an eCertificate, you will also be asked to enter text in the Digital Badge Verification link section, you can simply enter "N/A" into this field.* Once you are done you will need to check the "I agree with the above rules" check box and then click the "Create" button.

Create other requirement

Create other certification requirement

Other certification requirement

Active date

Digital Badging Verification Link

Documentation language

Documentation

Instructions  
Warning: Maximum 2 megabyte ZIP file upload size  
Enter either your digital badge verification link from Acclaim into the "Digital Badge Verification Link" section OR upload a copy of your eCertificate in the documents section.  
If you do not have a digital badge link, enter "N/A" into the "Digital Badge Verification Link" section.

agree with the above rules.

5. Your 3rd party credential will be verified by our team. This can take between 3-5 business days.

6. Once it has been created/verified you see the credential in your "Exam" tab under "Other Requirements". The status of your Certification is noted under the "Review" column.

**Pending** = currently being verified by our team

**Complete (with no \*)** = has been reviewed by our team. Certification is valid and will be counted towards earning the Dell Technologies Proven Professional Credential.

**Complete (with \*)** = has been reviewed by our team. Certification is not valid and will not be counted towards earning the Dell Technologies Proven Professional Credential.

Create other requirement

View your credential progress and requirements

Exams

Exams are imported during regular business hours. After completing an exam, allow 5 business days for it to appear here.

Exam No.	Exam Title	Registration No.	Result	Date	Expires
DEA-64T1	Associate - Converged Systems and Hybrid Cloud Exam	021618TestIDS02	Pass	2018-02-14	N/A
DES-6121	Specialist, Implementation Engineer   Converged Infrastructure Systems Core Exam	0	Pass	2017-08-09	N/A
100-003	VCE Converged Infrastructure Solutions Foundations	09	Pass	2017-08-09	2019-08-09
300-010	VCE Vblock Systems Master Design Exam	309796035	Invalidated	2016-12-20	N/A
100-003	VCE Converged Infrastructure Solutions Foundations	11889304	Pass	2016-01-08	N/A
100-003	VCE Converged Infrastructure Solutions Foundations	11609547	Pass	2015-11-13	N/A

External Certifications

Credential Name	Active date	Expires	Review	Documentation
VMware Certified Professional - Data Center Virtualization 2019 (VCP-DCV 2019)	2019-04-30	N/A	n/a	
VMware Certified Associate - Digital Business Transformation (VCA-DBT)	2019-04-11	N/A	n/a	
CompTIA Network+	2018-02-20	N/A	Complete	Download
VMware Certified Design Expert - Cloud Management and Automation (VCDX-CMA)	2018-02-20	N/A	Complete	
Cisco Certified Architect (CCAr) *	2018-02-19	N/A	Complete	Download
CompTIA Network+ *	2018-02-19	N/A	Complete	Download
VMware Certified Associate - Digital Business Transformation (VCA-DBT)	2018-02-16	N/A	Complete	

\* The indicated requirement has been invalidated.

If you have any questions please log a ticket with our [Help Desk](#) and choose "Dell Technologies Proven Professional Support".